





# highlights

U.S. Government  
Printing Office

August 1977  
Number 23 GP 3.27:23

Assistant Public Printer  
(Superintendent of Documents)

## Standards & Guidelines Revised Draft Now Ready!

With this issue of **Highlights** is a special supplement similar to the one which accompanied the December 1975 issue. It is the revised draft of that earlier supplement which received comments from librarians in this country and abroad.

As reported in the previous issue of **Highlights**, the Depository Library Council to the Public Printer wants concerned documents people to examine the new draft which incorporates as many of your suggestions and recommendations as possible.

Look over the result carefully. Then tell us what you think of it. Write the Editor of **Highlights** at least a postcard saying you approve or disapprove, so that we can get a good idea of consensus. Also, if any section of the new draft presents a major problem, specify it for us.

Address your comments to: **Editor, Public Documents Highlights, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20401**, or to any member of the Council. Names and addresses of current Council members appear on Shipping List 9775, for May 9, 1977. The sooner your comments are received, the better. Let's have as many as possible for the upcoming Council meeting of October 16-18, 1977!

## GPO Cataloging Information To Be Shared In Highlights

A new column will be forthcoming in **Highlights** which will pertain to the **Monthly Catalog** and the cataloging policies and procedures employed at GPO in its construction. The column will be aimed at familiarizing documents librarians and **Monthly Catalog** users with the latest procedures of GPO's Library Division.

Specific points of cataloging will be discussed in the light of the **Anglo-American Cataloging Rules** and their application. Examples will be provided. A special focus will be where and how GPO differs from **AACR** in cataloging for the **Monthly Catalog** and the OCLC data base.

Another focus will be the **Monthly Catalog** itself, with discussion of problems with entries and indexes. This will serve to clarify those areas of **Monthly Catalog** which have puzzled some users.

Suggestions of specific concerns for coverage in this column will be most welcome from **Highlights** readers. These should be sent to:

**Mr. Stuart Greenberg**  
Chief, Classification  
& Cataloging Branch  
Government Printing Office  
5236 Eisenhower Avenue  
Alexandria, Virginia 22304



These happy people have just completed a special three day workshop conducted by the Government Printing Office's Library and Statutory Distribution Service. Left to right are Depository Librarian and Documents Instructor at the University of Rhode Island, Anne P. Shaw, and her four documents library interns finishing M.L.S. programs: Charles McNeil, Sally Grucan, Susan Hughes, and Charlotte Brown.

## Questions And Answers



**Q.** "What is the publication titled **NUMERICAL LISTS AND SCHEDULE OF VOLUMES?**" ask some librarians of visiting inspectors. Even more ask "Why is it slow in coming?"

**A.** The **Numerical Lists and Schedule of Volumes** is a valuable reference tool compiled under the direction of the Superintendent of Documents and published once a year by the Government Printing Office. It lists all the House and Senate Reports plus documents issued during a given session of Congress. It has two sections. The first, and larger, is arranged numerically by report number, with the report's title, or document number, with document title, as well as volume and **Congressional Serial Set** numbers. The second section is a very special type of index and a key to the contents of the bound **Serial Set** volumes. It is

arranged numerically by **Serial Set** number, with the number of the volume, and the numbers of the reports or documents appearing in the volume. Users of the **NLSV** refer back and forth between the two sections for information.

Any library which is receiving the **Serial Set** bound volumes should be sure to select the **Numerical Lists and Schedule of Volumes** (Item 553 GP 3.7/2: ) for easy access to reports and documents.

A great deal of preparation and planning is involved in publishing **NLSV**. As each session of Congress progresses, materials are being gathered, the schedule is being planned, and numbers assigned. Every report and document issued or authorized by Congress must be accounted for. Regrettably, some reports and documents ordered printed by Congress appear well after the end of a session. This, as well as the difficulty in obtaining some copies complicate matters and make it impossible to issue **NLSV** immediately following the adjournment of a session of Congress.

Before the **NLSV** can be sent to press, all reports and documents have to be obtained for the **Serial Set** and sent to GPO's bindery. In preparation for binding each volume must be given a spine title and a title page. A table of contents must also be included when the volume contains more than one report or document.

At one time it was possible to send groups of miscellaneous reports and documents for binding as soon as a sizeable volume for a session had accumulated. But due to a change of parliamentary procedure begun with the 94th Congress,



*Editor, Public Documents Highlights  
Library and Statutory Distribution Service  
Government Printing Office  
Washington, D.C. 20401*



## Special Needs

this is no longer possible. Reports are now frequently issued in more than one part. This necessitates holding the contents of all volumes until Congress adjourns in order to insure that all reports are complete and all parts included. Only then can they be bound.

The Superintendent of Documents must be sure that all reports and documents for a session of Congress have been submitted for printing. Recently, a number was assigned to still another document of the 2nd session of the 94th Congress which had just been submitted for printing, and we are half way into the 1st session of the 95th Congress! Had **NLSV** already gone to press, it would have been incomplete!

Presently, GPO is in the process of sending reports and documents of the 2nd session of the 94th Congress for binding and eventual **Serial Set** distribution. At the same time a flood of material for the 1st session of the 95th Congress is being rounded up. Barring any unforeseen delays, the **Numerical Lists and Schedule of Volumes** should be ready for depository distribution appropriately in time for librarians to celebrate Thanksgiving Day!



If your depository library has some special needs of a general or specific nature, let us know. Below are some recent requests. If you can offer discards, write the requesting depository a letter (sending a copy to your regional). The library accepting the material agrees to pay any postage and packing costs that may be necessary.

### Specific needs

U.S. Court of Claims Reports, vols. 155-200.

Mr. Erich F. Schimps  
Associate Librarian  
Humboldt State University Library  
Arcata, California 95521

Federal Trade Commission Statutes & Court Decisions, 1939-55, vols. 3-5.

Interstate Commerce Acts Annotated, vols. 8, 10-12, 14-17.

I.C.C. Motor Carrier Cases, vols. 49, 51-54, 56-80, 82-83, 85, 87, 92.  
I.C.C. Reports, vol. 287.

N.L.R.B. Decisions and Orders, vols. 66, 67.

Ms. Dianne Broadhead  
Assistant Librarian  
Ninth Circuit Library  
U.S. Court of Appeals  
Post Office Box 5731  
San Francisco, California 94101

HUD Challenge, 1972, Jan.-Feb.;  
1973, Oct.-Nov.; 1975, Mar., May.

Quarterly Journal of the Library  
of Congress, 1971, July.

Mr. S. Mark Jarrell  
Government Documents Librarian  
William C. Jason Library  
Delaware State College  
Dover, Delaware 19901

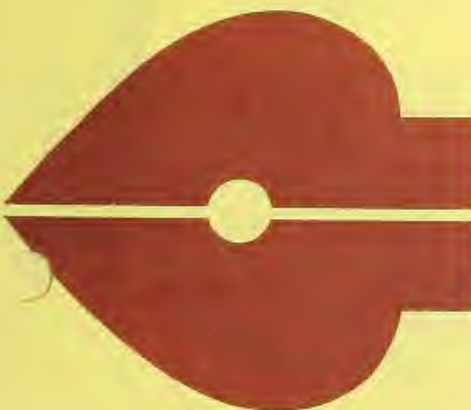
Congressional Record, vol. 115,  
pt. 7.

Index of Patents, 1971, pt. 2; 1972,  
pt. 1.

Monthly Catalog, 1932-33, 1934.

Ms. Clarice Ruder  
Government Publications Librarian  
Tampa Hillsborough County  
Public Library System  
900 North Ashley Street  
Tampa, Florida 33602

Serial Set, pre-1960.

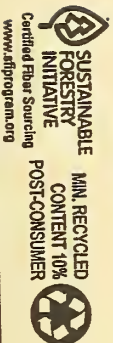


<p>Statutes at Large, vols. 1-43.</p> <p>United States Reports, vols. 1-367.</p> <p>Ms. T. H. Minn Government Documents Librarian University of Hawaii at Hilo Library Post Office Box 1357 Hilo, Hawaii 96720</p> <p>Court of Claims Reports, vols. 9, 88.</p> <p>House Reports, 79-152, 80-304, 80-308.</p> <p>Motor Carrier Cases, vols. 43, 46, 98.</p> <p>N.L.R.B. Decisions and Orders, vols. 7, 15, 23, 124.</p> <p>Senate Foreign Relations Committee, Hearings: Multinational Corporations &amp; U.S. Foreign Policy, pts. 1 &amp; 2 (1973).</p> <p>Mr. Paul Axel-Lute Federal Documents Librarian Law School Library Rutgers University 180 University Avenue Newark, New Jersey 07102</p> <p>ERIC, Resources in Education, 1970, Nov.; 1975, Sept., Nov.-Dec.; 1976, Jan., March.</p> <p>Ms. Barbara Gannon Reference Librarian Geisel Library St. Anselm's College Manchester, New Hampshire 03102</p>	<p>Monthly Labor Review, 1975, Aug., Oct.-Dec.; 1976, Jan.-April, November.</p> <p>Statutes at Large, vol. 85, 92nd Cong., 1st Session; vol. 86, 92nd Cong., 2nd Session.</p> <p>Mr. David J. Karre Documents Librarian Niagara Falls Public Library 1425 Main Street Niagara Falls, New York 14305</p> <p>U.S. Dept. of Agriculture, Soil Conservation Service, Soil Survey for Athens County, Ohio, 1938.</p> <p>Mr. Earl Shumaker Head, Government Documents Department Ohio University Library Athens, Ohio 45701</p> <p>Supreme Court Reports, vol. 372.</p> <p>Ms. Caroline C. Long Documents Librarian Fackenthal Library Franklin and Marshall College Lancaster, Pennsylvania 17604</p> <p>Congressional Record, vol. 118, pt. 1.</p> <p>Monthly Catalog, 1961-65; 1966; 1967, Jan.-April; 1969, May-Dec.</p> <p>ERIC, Research in Education, vol. 8, nos. 1-6 (1973).</p>	<p>Mrs. Lyn Bayless Documents Librarian John W. Finney Memorial Library Columbia State Community College Columbia, Tennessee 38401</p> <p>Congressional Record, vol. 108, pts. 8, 10.</p> <p>United States Reports, vol. 407 (October Term 1971).</p> <p>Mrs. Margaret Grigg Documents Assistant Hopkins Library Austin College Sherman, Texas 75090</p> <p>Code of Federal Regulations, List of CFR Sections Affected March 1974, (2 copies wanted).</p> <p>Ms. Jacqueline Goldfarb Documents Librarian Arthur J. Morris Law Library School of Law University of Virginia Charlottesville, Virginia 22901</p> <p>F.C.C. Reports, Second Series, vols. 12, 19, 24, 38, 39.</p> <p>Internal Revenue Cumulative Bulletin, 1974, pts. 1, 2, 3.</p> <p>I.C.C. Motor Carrier Reports, vols. 54, 56, 61, 75, 105-06, 108-10, 112.</p> <p>S.E.C. Reports, vol. 44.</p> <p>U.S. Tax Court Reports, vols. 50, 60, 63.</p>



KEEPING YOU ORGANIZED

No. 10320  
152L



MADE IN USA

GET ORGANIZED AT SMEAD.COM

Ms. Iris C. Stevenson  
Librarian  
Fourth Circuit Library  
U.S. Court of Appeals  
U.S. Courthouse  
Richmond, Virginia 23219

### Specific offers

The following excellent offer comes from a regional that has already asked some 50 libraries without getting any takers. Surely among our 1200 + depositories are some who can use these fine runs.

Annual Report of the Comptroller General of the United States, 1936-69.

Bibliography of Agriculture, 1950-69.

Department of Commerce, Annual Report, 1907-59.

Department of the Navy, Annual Report, 1909-48.

Farm Credit Administration, Annual Report, 1933-53.

Federal Work Agency, Annual Report, 1940-48.

General Services Administration, Annual Report, 1949-70.

Interstate Commerce Commission, Annual Report, 1888-1971.

Journal of Agricultural Research, 1913-49.

National Advisory Committee for Aeronautics, Annual Report, 1924-58.

Official Register of the United States, 1872-1905, 1907-59.

Panama Canal Company, Annual Report, 1915-39, 1950-71.

Post Office, Annual Report, 1907-64.

Treasury Department, Director of the Mint, Annual Report, 1913-62.

United States Shipping Board, Annual Report, 1918-33.

Veterans Administration, Annual Report, 1931-64.

War Department, Annual Report, 1907-41.

Ms. Deborah Spencer  
Library Assistant  
U.S. Government Documents  
Regional Depository  
University of Kansas Libraries  
Lawrence, Kansas 66045

Corps of Engineers, Annual Reports, 1920-75, (almost complete).

Ms. Maggie Johnson  
Missouri State Library  
308 East High Street  
Jefferson City, Missouri 65101





Congressional Record, 1938-71  
(almost complete).

Ms. Cynthia Bower  
Government Publications Librarian  
General Library  
University of Mexico  
Albuquerque, New Mexico 87131

Public Health Reports, vols. 75,  
77-83, 85-86 (bound).

Mrs. Genease B. Mays  
Documents Librarian  
Paul Meek Library  
University of Tennessee at Martin  
Martin, Tennessee 38238

#### Discard & Gift lists wanted

Ms. T. H. Minn  
Government Documents Librarian  
University of Hawaii at Hilo Library  
Post Office Box 1357  
Hilo, Hawaii 96720

## Grants Available

Perhaps your depository has had numerous requests for the June 6, 1977, issue of **Federal Register**. The most likely reason for this is the publication on pages 28899-28903 of the "Proposed Rules" laid down by the Office of Education in the Department of Health, Education, and Welfare. The "Rules" cover "Strengthening Research Library Resources: Awards of Grants to Eligible Major Research Libraries." Does your library qualify for a grant?



**Public Documents Highlights** is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. **Public Documents Highlights** is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the **Editor**,

**Public Documents Highlights, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20401.** The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.

☆ GPO : 1977-O-249-569 #15



SPECIAL SUPPLEMENT TO  
public documents  
**highlights**  
(August 1977)

## Proposed Standards & Guidelines (Revised)

### INTRODUCTION

The Depository Library Council has been working on a statement of Guidelines for the Depository Library System since 1974. The statement is designed to reflect a recommended level of conduct for both the Government Printing Office and for officially designated depository libraries in carrying out the objectives of the Depository Library System. The Guidelines do not constitute legally binding regulations. They are recommendations. The Guidelines for depository libraries have been kept as flexible as possible so that they may be applicable in the variety of institutions participating in the depository program.

A draft of these Guidelines was published with the December 1975 issue of **PUBLIC DOCUMENTS HIGHLIGHTS**, at which time comments were requested from all depository librarians. Many librarians did respond. Comments were also received from professional groups such as the Federal Documents Task Force of the ALA Governments Documents Round Table, and the Government Documents Committee of the American Association of Law Librarians. These comments on the 1975 version of the Guidelines were considered at the October 1976 meeting of the Depository Library Council and changes were made in the Guidelines as a result. Several minor amendments were made at the April 1977 meeting of the Council upon advice of the General Counsel of the Government Printing Office.

The Guidelines printed here reflect the changes adopted by the Council. Material deleted from the version published with the December 1975 **PUBLIC DOCUMENTS HIGHLIGHTS** is [bracketed]; material added is *italicized*.

Many of the changes reflected in this draft were made in response to comments from depository librarians throughout the country. Further response to the version printed here is invited.

Comments should be addressed to: **Editor, Public Documents Highlights, Library and Statutory Distribu-**

**tion Service, Government Printing Office, Washington, D.C. 20401**, or to any member of the Depository Library Council. Names and addresses of current Council members appear on Shipping List 9775, for May 9, 1977.

### GUIDELINES FOR THE DEPOSITORY LIBRARY SYSTEM

as adopted by Depository Library Council October 22, 1976, and amended April 25, 1977.

#### 1. OBJECTIVES OF THE DEPOSITORY LIBRARY SYSTEM

- 1-1 The purpose of depository libraries is to make U.S. Government publications easily accessible to ~~[users]~~ *the general public* and to insure their continued availability in the future.
- 1-2 *The purpose shall be achieved by a system of cooperation wherein depository libraries will receive free Federal public documents in return for making them accessible to the general public in their areas.*
- 1-3 *The guidelines are to be considered a recommended level of conduct by all depositories unless otherwise specified by statute.*

#### 2. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE.

- 2-1 Obtain new Federal publications and forward free of expense to depository libraries as expeditiously as possible *in accordance with 44 U.S.C. 1901, 1902, and 1913.*
- 2-2 Not Used
- 2-3 Provide all numbers of series in the **List of Classes of United States Government Publications Available for Selection by Depository Libraries**, including those numbers not printed at the Government Printing Office.
- 2-4 Actively gather and distribute in paper or micro-



- format all ~~[unrestricted]~~ Federal publications of ~~[reference]~~ public interest or educational value not printed at the Government Printing Office which are within the scope of 44 U.S.C. 1902.
- 2-5 Provide samples and/or annotations for new titles offered to depositories, and return cards for selection purposes.
- 2-6 Subdivide item numbers as necessary to insure that libraries need receive only wanted documents.
- 2-7 Supply shipping lists containing item numbers, titles of documents, classification numbers, ~~[and order]~~ information ~~[with each day's shipment of depository selection]~~ on classification changes, corrections to previous lists, and price information for sales publications.
- 2-8 Supply forms for claiming items selected but missing from the shipment, damaged or incomplete.
- 2-9 Offer choice of format, paper, microform or other format; however, the Government Printing Office with consultation with the depository, should have the option of providing only one format when the nature of the material warrants it.
- 2-10 Provide a timely and comprehensive system of catalogs, bibliographies and indexes to Federal publications.
- 2-11 Provide a standard classification system for Federal documents, and related aids such as lists of subject headings.
- 2-12 Provide assistance to libraries on problems of using the Sudocs system of classification.
- 2-13 ~~[Maintain a library to become the National Depository Library.]~~ Cooperate with the National Archives to acquire and preserve a comprehensive collection of Federal publications.
- 2-14 Issue instructions for the selection, claiming, retention, withdrawal and other activities related to depository libraries.
- 2-15 ~~[Provide additional]~~ Allocate funds for the evaluation of depository libraries through questionnaires, surveys, and inspections at intervals considered necessary by the Superintendent of Documents, to insure compliance with the depository law.
- 2-16 After advance notice to the library concerned, investigate ~~[unsatisfactory]~~ conditions in depository libraries by personal visits.
- 2-17 Provide written notice to a library about unsatisfactory conditions, and if not corrected within six months, delete the library from the list of depositories.
- 2-18 Announce new policies and changes on a regular basis to all depositories.
- 2-19 Cooperate with publication projects which con-

tribute to use of Federal documents.

- 2-20 Consult at regular intervals with ~~[an advisory Council]~~ the Depository Library Council to the Public Printer on matters related to depository libraries, including the development of standards and bibliographic aids, changes in the Sudocs classification system and the selection of materials for micropublication.
- 2-21 Collect, compile, analyze and ~~[report]~~ publish statistics on a regular basis.
- 2-22 Provide sufficient copies to fill claims for publications missing from depository shipments.

### 3. DESIGNATION OF NEW DEPOSITORY LIBRARIES.

- 3-1 There may be up to two depositories in each Congressional district to be designated by Representatives, two at large designated by Senators, and other depository libraries specifically provided for in the depository law. See 44 U.S.C. 1905, 1906, 1907, 1908 and 1915.
- 3-2 The library shall be open ~~[for free use of]~~ to the general public for the free use of depository publications, except as provided in 44 U.S.C.
- 3-3 The library shall have the interest, resource and ability to provide custody of the documents and public service.
- 3-4 ~~[Minimum size of library.]~~ The library should possess at least ~~[10,000 books]~~ 15,000 titles other than government publications.
- 3-5 Not Used
- 3-6 ~~[Hours of service. Documents collections should be]~~ The library should be prepared to keep its documents collections open the same hours as other major parts of the library, when the library is open for full range of services.
- 3-7 ~~[When there is a vacancy in a Congressional district, the fact should be made known to the state library authority, the state professional associations and the depositories within the region.]~~ When a new vacancy occurs through re-districting or by the resignation or deletion of an existing depository, this fact should be made known by the Superintendent of Documents to the state library authority, the regional depository, if any, and the state professional associations.
- 3-8 Eligible libraries shall apply to the state library authority for evaluation and recommendation. The library ~~[must]~~ should be prepared to offer statistics on the size and character of its collection, population served, budget, and if an academic library, the size of the student body, and need for research materials.



- 3-9 The evaluation ~~[must]~~ should relate to community interests and indicate staff, space and budget to be allocated to the collection and the number, scope and character of the items to be selected. The state library authority ~~[shall consult with the librarians of other depositories in the Congressional District and]~~ after consulting with other libraries, the regional depository, if any, and representatives from the professional associations, will make a recommendation based on location in relation to other depositories, the need for an additional depository and the ability of the library to provide custody and service.

- 3-10 *Libraries of independent agencies and additional libraries in executive departments may be designated depositories upon certification of need according to the provisions of 44 U.S.C. 1907.*

#### 4. COLLECTIONS.

- 4-1 Each depository library should maintain a basic ~~[reference]~~ collection available for immediate use consisting of all titles in **Appendix A** (attached).
- 2 Each library ~~[will]~~ should acquire and maintain the basic catalogs, guides and indexes, retrospective and current, considered essential to the reference use of the collection. This should include selected non-governmental reference tools (**Appendix B**, to be compiled).
- 4-3 Each depository ~~[will]~~ should select frequently used and potentially useful materials appropriate to the objectives of the library.
- 4-4 Each depository ~~[will]~~ should select materials responsive to the needs of the users in the Congressional district it serves.
- 4-5 Selection of at least 25% of the available Item Numbers on the **Classified List** is suggested as the minimum number necessary to undertake the role of depository library. A prospective depository intending to select fewer than 25% should provide additional justification for its designation as a depository.
- 4-6 Depository libraries should coordinate selections with other depositories in the district to insure adequate coverage within the area.

#### ORGANIZATION OF COLLECTION.

- 1 The library ~~[will]~~ should check all daily shipping lists to insure that items selected are received, and if not, promptly claimed.
- 5-2 Each publication in the shipment should be

marked ~~[with the word "depository" and the date of the Shipping List according to the Instructions to Depository Libraries, Revised July 1974.]~~ to distinguish it from publications received from other sources. Each publication should be marked with the date of the shipping list or the date of receipt.

- 5-3 The library ~~[will]~~ should record its accessions.
- 5-4 The minimum record for a depository library should ~~[be a shelf list which shows]~~ show the library's holdings and the call numbers or locations where they may be found.
- 5-5 A ~~[standard]~~ method of classification ~~[system]~~ should be adopted for precise identification and location of materials requested by library users.
- 5-6 The method of classification adopted shall be optional with the library; however, it is ~~[recommended]~~ suggested that libraries which integrate their documents should maintain a shelf list by Sudocs number showing disposition of the publication.
- 5-7 ~~[Any]~~ Whenever possible documents should be available for public use within 10 days after receipt; they should be retrievable even if cataloging information is not yet available.
- 5-8 The library should maintain statistics of the collection, needed for the **Biennial Survey**.
- 5-9 The library will retain one set of item cards.

#### 6. MAINTENANCE OF THE COLLECTION.

- 6-1 Collections should be maintained in as good physical condition as other library materials, including binding when desirable.
- 6-2 Not Used
- 6-3 Not Used
- 6-4 Lost materials should be replaced if possible.
- 6-5 Unneeded publications should be made available to other libraries.
- 6-6 ~~[All]~~ libraries served by a regional depository may withdraw publications ~~[should be]~~ retained for a period of at least five years ~~[before requesting]~~ after securing permission from the regional library for disposal within the provisions of 44 U.S.C. 1912.
- 6-7 Depository libraries within executive departments and independent agencies may dispose of unwanted Government publications after first offering them to the Library of Congress and the Archivist of the United States, within the provisions of 44 U.S.C. 1907.
- 6-8 The provisions of 44 U.S.C. 1911, disposal of unwanted publications, do not apply to libraries of the highest appellate courts of the states.

6-9 Superseded material should be withdrawn according to **Instructions to Depository Libraries** (latest edition).

6-10 Government publications should be protected from unlawful removal as are other parts of the library's collections.

## 7. STAFFING.

7-1 One person ~~[shall]~~ should be designated by the library to coordinate activities and to act as liaison with the Superintendent of Documents in all matters relating to depository libraries.

7-2 This person ~~[shall]~~ should be responsible for

- a) selection, receipt and claiming of depository distributions
- b) replies to correspondence and surveys from the Superintendent of Documents.
- c) interpret the depository program to the ~~[Administrator]~~ administrative level of the library
- d) performance and/or supervision of stated aspects of service, or in an integrated collection, a knowledge of to whom responsibilities are delegated
  - (1) organization for use
  - (2) maintain records of the collection
  - (3) physical maintenance of the collection
  - (4) establish withdrawal procedures
  - (5) maintain reader services
  - (6) promote use of collection
  - (7) prepare budgets
  - (8) submit reports.

7-3 The liaison person should be a professionally qualified librarian with a minimum of two years library experience.

7-4 The liaison person should be directly responsible to the administrative level of the library.

7-5 Additional professional staff should be added depending on the size and scope of the library and the methods of organization of the collection.

7-6 Professional staff ~~[will]~~ should be assisted by support staff. ~~[in a]~~ A suggested proportion ~~[of]~~ is 1 to 3, and no greater than 1 to 5.

7-7 Librarians and such support staff as indicated by their responsibilities ~~[will]~~ should keep up to date on new developments through participation in professional societies, attendance at document workshops and professional readings.

## 8. SPACE STANDARDS. ~~[shall conform to ALA standards for type of library.]~~

8-1 Space for ~~[the]~~ depository operations should be of the same quality as other areas of the library. It should be attractive, comfortable and have acceptable levels of lighting, temperature, ventilation and noise control. It should be functional, flexible and expandible.

8-2 The space should contain well planned areas for services provided, reference, circulation, loan and other public service activities as well as adequate space for the processing of new materials and housing of the collection.

8-3 It should include private work areas for staff members and the administrator.

8-4 All parts of the collection should be readily accessible, preferably open shelf, but in all circumstances, should be located so that materials may be retrieved in a reasonable period of time. If documents are maintained in a separate division of the library, the space provided should be conveniently located to encourage use of the materials.

8-5 The library should abide by the recommended standards for handicapped users.

8-6 Tables and/or carrels should be provided for in-library use of documents.

8-7 Microform readers and reader/printers for the principal types of microforms should be provided.

8-8 Microform storage should be located ~~[in]~~ convenient to the documents area.

## 9. SERVICES TO USERS ~~[requiring government information is the main objective of the depository system.]~~

9-1 ~~[The depository will be open to the public for free use of depository publications.]~~ Depository libraries shall make Government publications available for the free use of the general public. Highest appellate court libraries of the states are exempt from the provisions of 44 U.S.C. 1911.

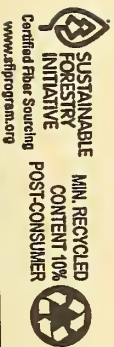
9-2 In each depository library, there should be recognized focal points or inquiries about government publications. At this point it should be possible to find out

- a) resources in the collection, including specific titles
- b) located of wanted publications in the library
- c) answers to reference questions or a referral to a source or place where answers can be found
- d) guidance on the use of the collection, including the principal available reference



KEEPING YOU ORGANIZED

No. 10320  
152L



MADE IN USA

GET ORGANIZED AT [SMEAD.COM](http://SMEAD.COM)



sources, catalogs, abstracts, indexes and other aids

- e) availability of additional resources in the region
- f) assistance in borrowing documents from a regional or other libraries
- g) user privileges for other libraries, educational agencies, culturally deprived, disadvantaged, handicapped, retired users and the community at large.

9-3 The library ~~[will]~~ *should* have the option of establishing its own circulation policies for use of depository materials outside the library.

9-4 The library ~~[will]~~ *should* provide facilities for using materials within the library, including copying facilities and equipment for reading microforms.

9-5 The library ~~[will]~~ *should* publicize the depository collection through displays and announcements of significant new titles.

9-6 The library ~~[will]~~ *should* provide to all users ~~[the same]~~ reference ~~[and research services offered to its normal clientele]~~ assistance with regard to depository publications.

#### iv 0. D COOPERATION WITH THE GOVERNMENT PRINTING OFFICE.

10-1 ~~[Staff will]~~ Depository library staff should familiarize themselves with the depository instructions and abide by their conditions.

10-2 Claims ~~[will]~~ *should* be submitted within stated time limits.

10-3 Depository library staff should use correct address when corresponding with the Government Printing Office.

10-4 ~~[Promptly return all questions, surveys submitted by the Superintendent of Documents.]~~ Questionnaires and surveys submitted by the Superintendent of Documents to depository libraries should be completed and returned promptly.

#### 11. INTERLIBRARY COOPERATION.

11-1 All depository libraries ~~[will]~~ *should* be considered as part of network of libraries consisting of selective, regional, and national.

11-2 Selective depositories ~~[will]~~ *should* cooperate in building up the collections of the regional depositories.

11-3 Selective depositories ~~[will]~~ *should* cooperate with the redistribution of documents not needed in their own organizations.

11-4 All depository libraries ~~[will]~~ *should* cooperate in reporting to the Superintendent of Documents new Federal documents not listed in the **Monthly Catalog**.

11-5 All depository libraries ~~[will]~~ *should* cooperate in the development of tools for the identification and location of documents in other libraries.

11-6 Depository libraries borrowing documents from other libraries ~~[will]~~ *should* verify bibliographic information as completely as possible.

11-7 All depository libraries ~~[will]~~ *should* provide material on interlibrary loan at least for the regional depository.

11-8 All depository libraries ~~[will provide a reasonable number of photocopies on request]~~ *should* have a policy of providing photocopies of depository materials to other libraries no less liberal than for regular library materials.

#### 12. REGIONAL DEPOSITORY.

12-1 Eligibility to become a regional depository library:

a) There may not be more than two regional depositories in one state. A regional library may serve two or more states, or regional status may be shared by more than one library.

b) A regional library must be an existing depository.

c) A regional depository should be conveniently located to serve the largest number of ~~[people]~~ libraries possible.

d) The library selected for regional status should have an adequate retrospective collection, space, personnel and a continuing basis of financial support sufficient to fulfill the obligations of a regional depository.

e) The selection of a regional depository should be agreed upon by the state library authority and ~~[all]~~ a majority of depository libraries within the region.

f) *Designation of the regional must be made by one of the U.S. Senators of the state.*

12-2 Obligations of regional libraries are to

a) receive and maintain permanently all Federal government publications in either printed or microform as provided in the depository instructions

b) attempt to complete their retrospective collections of major serials, annuals and other research materials by means of gift, exchange or purchase, including microforms

c) screen all lists of documents withdrawn from selective depositories to insure their



future availability in the region

- d) acquire additional copies where necessary
- e) assist selective depositories with reference questions, interlibrary loans and photocopies
- f) grant permission to selective depositories to dispose of unwanted documents according to the **Instructions to Depository Libraries** (latest edition)
- g) provide guidelines to selective depositories for preparing disposal lists of unwanted documents
- h) contribute to the effectiveness of the depository network through workshops, training sessions and consultive services within their region.

12-3 *The regional depository may authorize the transfer of depository material within the state between depositories to insure maximum use. Transfer of material is not to be regarded as disposal.*

12-4 *The initial receiving depository library remains accountable for the documents during the period required by law.*

## Appendix A

Budget of the United States Government

Catalog of Federal Domestic Assistance

Census Bureau Catalog

Census of Housing (for State of Depository only)

Census of Population (for State of Depository only)

Code of Federal Regulations

Congressional Directory

Congressional District Data Book

Congressional Record

County-City Data Book

Federal Register

*Historical Statistics of the United States*

Monthly Catalog

Numerical Lists and Schedule of Volumes

*Publications Reference File*

Slip Laws (Public)

Statistical Abstract

Statutes at Large

Subject Bibliographies (S.B. Series)

Supreme Court Reports

United States Code

United States Government Manual

Weekly Compilation of Presidential Documents

